Technical Assistance Document #001-06
Request for Payments
February 2006

- **Starting July 1, 2006, providers will need to submit requests for payments (RFPs) within 3 months of date of service. After October 1, 2006, RFPs that are billed beyond 3 months of date of service will be denied payment.** This again will assist the Birth to 3 Connections program in measuring and reporting timely services to the federal Office of Special Education and expedite the billing process.

- **All attempts to serve a child should be documented on the RFPs form.** It is especially important to document this when making your first attempt to see a child. Please write the date of attempted service and comments such as "no show". Due to IDEA Reauthorization 2004, SD had to define timely services. SD Birth to 3 Connections defines timely services as services beginning within 30 calendar days from the date the parent signs the IFSP. Documenting your attempts to serve a child will assist the Birth to 3 Connections program in assuring timely services are met.

- **Before Part C RFPs can be submitted to the state office, you must first receive a copy of the signed Payor of Last Resort Request (PLR) from the state office via mail.** This PLR is first filled out by your local service coordinator and then approved/signed by the state office. Providers may begin serving a child as soon as an IFSP is written but not bill for those services until an approved PLR is sent.

- IFSP meetings cannot be billed for unless it is on the PLR form. Please keep close communication with your local service coordinator as to whether or not reimbursement for meetings is needed. Should you see something missing or inaccurate on the PLR (travel time, mileage etc.), please contact your service coordinator immediately so they can make corrections. Example; if **city** travel time is authorized on the PLR, do not add mileage. Mileage is only billable if the travel is rural. Please refer to Technical Assistance document # 002-06, first bullet called "Calculating number of units to bill." This explains how city and rural travel is handled.

- When IFSP review meetings occur and changes are made regarding services, this ends the previous PLR, therefore providers need to wait for the updated PLR before billing again. Example: Initial PLR runs from 1/15/06 to 7/15/06. An IFSP review meeting occurs on 6/1/06 and changes are made to services. Providers need to wait for next PLR that starts on 6/1/06 before billing again.

- Should requests for payment (bills) reflect more units of service, travel time and/or mileage from what the IFSP and PLR approves, please explain on the billing form the reasons why. Examples; make up services being provided, route altered due to location change of child etc. Remember that in order to change frequency/intensity of services on the IFSP, the service coordinator needs to set up an IFSP review meeting to get parent consent.

- A new provider agreement will be sent out this spring. More information coming later.

Thank you for your time. Remember, provider RFPs needs to be received in the Birth to 3 Connections office by the 15th of each month (to make sure that the Birth to 3 Connections program has received the RFPs by the 15th please allow sufficient mailing time). If RFP are received after the 15th these RFPs will be carried over to the following month. One exception during the year is regarding the month of June due to the end of the fiscal year. RFPs need to be received by June 5th. Payments or check from the State typically arrives by the first of the next month. If you have any questions, feel free to contact Steve Livermont at 773-6603 or by e-mail steve.livermont@state.sd.us

Travel Time Reimbursement Tips
Technical Assistance Document #002-06
February 2006

The Administrative Rules of South Dakota for the early intervention program (ARSD 24:14), specifically *ARSD 24:14:04:13 Reimbursement for travel time*, has been revised (January 31, 2002). The revision states: Travel time to and from service provision sites is reimbursed to the early intervention service provider at 60 percent of the provider rate established under this chapter. Time is calculated on the basis of the provider traveling a mile a minute to a service provision site outside of city limits and a mile in three minutes to a service provision site within city limits. Fraction of a 15-minute unit is rounded up to the next unit. Travel time is reimbursed if the provider travels to a service provision site and the child is not available for service.

- **Calculating number of units to bill.**
  - Using odometer reading, determine how many miles the provider has traveled and whether it is outside of city limits or in-city. If **in-city**, take the number of miles times 3 (a mile in 3 minutes), this would be the number of minutes of travel time. Then divide by 15 minutes (a unit). Example, the provider travels 5 in-city miles to the child's home. 5 miles times 3 equals 15. The provider can bill for 15 minutes or 1 unit. If the provider is traveling **outside of city limits**, take the number of miles times 1 (a mile a minute), this would be the number of minutes of travel time. Then divide by 15 minutes (a unit). Example, the provider travels 120 miles outside of city limits to the child's home. 120 miles times 1 equal 120 minutes. Then divide by 15 minutes (a unit). The provider can bill for 8 units. **Or - Here's a formula** -
    - "City" Miles are NOT Billable
      Mileage x 3 = _____ ÷ 15 = unit of travel
    - "Rural" Rural mileage is billable .32 per mile
      Mileage ÷ 15 = units of travel
    - **Any number to right of decimal round up**
- **Please bill only in full units.** Example, if the provider's travel time calculates out at 20 minutes, round up to two units. *Note – if the provider decides to round down to a lesser full unit, i.e. provider travels 16 minutes and only bills for one unit of travel time, please identify on the request for payment that this is the provider's choice. This will eliminate a lot of time spent on "correcting" what we believe are calculation errors.
- **In order for us to verify travel time reimbursement** the provider must submit actual odometer readings on the request for payment. Even if you are providing services to children in-city and cannot bill for mileage, you still need to submit odometer readings to claim travel time reimbursement.
- **If the provider travels to and from as service provision site and the child is not available**, the provider may bill for travel time but must document on the request for payment that the child was not available for service on that date.

Effective November 15, 2004 two new rules have been added to Chapter 24:14:04 Financial Matters of the ARSD's governing Early Intervention. The rules were implemented to provide clarification on appropriate allowable costs regarding billing for travel time and mileage when providing early intervention services to eligible children. The full body of these rules may be found at: http://legis.state.sd.us/rules/rules/2414.htm

- 24:14:04:12.01**. Reimbursement if travel is necessary solely to provide early** Reimbursement of mileage and travel time is available only if travel is necessary solely to provide early intervention services. If the service provider is required to travel to a location away from his or her home or office for another purpose the early intervention services.
- 24:14:04:12.02. **Reimbursement for travel to place of other employment.** The mileage between a provider's other place of employment that is not for the purpose of providing early intervention services is not subject to reimbursement if the provider travels from the providers home to that other place of employment and then travels to an eligible child's home. Mileage may be paid for a provider's travel only if the travel from the provider's other place of employment to an eligible child's home and back to the point of origin, or to an equidistant point, is for official early intervention business. The provider may not be reimbursed for travel home if the travel is conducted as a responsibility of the provider's other place of employment.

If you have questions contact Steve Livermont at 773-6603 or by e-mail steve.livermont@state.sd.us